

Services/Activities Inventory

Department: Community Development

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

Building Services

1. Review plans and construction documents for compliance with state and local building regulations.
2. Review applications and issue permits for building, electrical, mechanical and plumbing projects.
3. Perform inspections and verify compliance of construction.
4. Investigate building related citizen complaints.
5. Provide information and an interpretation on code related inquiries to citizens, developers and designers.
6. Assist in administration of erosion and sediment control and floodplain regulations.

Storm Water Operations Drainage

1. Administration of the drainage maintenance program.
2. Assist the citizens of Roanoke County in resolving Drainage Problems.
3. Maintain storm sewers, drainage facilities, and ditches that are within dedicated drainage easements.
4. Provide floodplain determinations and comply with the requirements of the Federal Emergency Management Agency.
5. Maintain Community Rating System classification.
6. Pursue Federal and State Hazard Mitigation Grants.
7. Comply with Virginia Pollution Elimination requirements.

Engineering

1. Review of proposed subdivisions and site plans for compliance with applicable regulations.
2. Inspection of construction of public facilities including water, sewer, roads, drainage and stormwater management facilities.
3. Administration of the Erosion and Sediment Control Ordinance.
4. Project management of public works and capital improvement projects.
5. Response to citizen complaints about erosion control, flooding, roads and other public facilities.
6. Administration of the street light program.
7. Administration of local, state and federal stormwater management/floodplain management ordinance.
8. Provided engineering technical support and drafting services to other county departments.

Geographic Information Systems

1. Maintenance of Geographic Information System (GIS).
2. Provide GIS mapping/analysis for County departments and to the citizens of Roanoke County.

Transportation

1. Investigates analyses and responds to internal, citizen, community organization and business inquiries/complaints concerning any transportation related issue.
2. Coordinate Six-Year Secondary and Primary System Construction Plans with VDOT.
3. Performs operational assessments/analyses to implement congestion improvement projects that reduce traffic congestion and delay within the County.
4. Acts as a representative of the County to coordinate with VDOT, MPO and others during the planning, design and implementation of various transportation projects.
5. Investigates, analyzes, and mitigates various traffic safety problems included in the County's traffic safety program.
6. Represents department on transportation related issues at Planning Commission and Board of Supervisor meetings and respond to any engineering concerns relative to rezoning, special-use permits and subdivisions.

Planning

1. Provide technical and policy advice to the Board of Supervisors and Planning Commission on matters pertaining to land use and community planning.
2. Implementation of the 2004 Community Plan.
3. Provide staff liaisons to planning related groups such as Western Virginia Land Trust, Greenways Commission, Roanoke Regional Housing Network, Explore Master Plan Committee and the Williamson Road Business Association.
4. Prepare staff analysis of all public land use requests such as rezoning and special use permits.
5. Respond to all citizens' requests for general information regarding planning and zoning.
6. Meet with development community representatives to discuss future land use requests.
7. Provide staff resources to implement and maintain on-going planning/community projects such as the Williamson Road Mini-Grant/Design Services Program, the Vinton Mini-Grant/Design Program and the median landscaping program.
8. Monitor local growth and development trends and state and federal legislation pertaining to planning and zoning and advise the Planning Commission and Board of Supervisors of changes affecting Roanoke County.

Zoning

1. To administer, maintain and enforce the Zoning Ordinance, Subdivision Ordinance, zoning conditions and related regulations, and to process development proposals and applications to ensure that property is developed and used in accordance with the Zoning Ordinance and the Comprehensive Plan.
2. Respond to and resolve all citizen land use and zoning related complaints.
3. Proactively enforce County ordinances pertaining to inoperative vehicles, weeds, trash and signs to reduce the number of citizen's complaints.
4. Provide staff assistance to the Economic Development Department to promote and retain economic opportunities in the County.
5. Provide staff assistance to the Board of Zoning Appeals for variance requests and administrative appeals.